

SUL ROSS STATE UNIVERSITY

A Member of the Texas State University System

SRSU Policy: Moving and Relocation Expense

Reimbursements SRSU Policy ID: APM 5.23

Policy Owner: Vice President for Finance and Operations

Approval Authority: President

Approval Date: May 27, 2014

Next Review Date: May 27, 2019

1. Purpose and Scope

1.1 The purpose of this policy is to provide information and guidelines related to reimbursement of household moving expenses incurred due to relocation of employees in authorized positions of employment with Sul Ross State University. These guidelines have been established to ensure the appropriate procedures are followed.

2. Definitions

2.1 “Moving Expense” is the cost documented by receipts associated with relocation of the household of an employee to a new location required by employment with the University.

2.2 “Relocation” means a physical move of household goods from one city to another city required as a condition of employment with the University due to initial employment or subsequent change of duty assignment.

2.3 “Authorized Positions” include Executive and Dean positions as approved by the President, Faculty positions as approved by the Provost, Senior management positions as approved by a Vice President.

3. Procedures for Approval, Limitations and Reimbursement

3.1 Approval for reimbursement of household moving expenses for up to a set amount must be established in writing before the relocation takes place.

3.2 Executive positions are eligible for reasonable reimbursement of up to a preapproved amount as established and approved by the President to be paid from the President’s accounts.

3.3 Dean and Faculty positions are eligible for up to \$1,000 reimbursement as approved by the Provost to be paid from the Provost’s accounts.

3.4 Payment of moving and relocation expenses may be paid from the following

funding sources:

- a. Designated funds,
- b. Auxiliary funds,
- c. Restricted gift funds, when their use is authorized by or consistent with donor or grantor intent, or Sponsored project accounts, provided approval is obtained from the Office of Sponsored Programs.

3.5 State appropriated funds may not be used for payment of moving and relocation expenses.

3.6 Administrative department head, senior management and Librarian positions are eligible for up to \$1,000 reimbursement to be paid fifty percent from department funds and fifty percent from the President's, Vice President's, or Provost's accounts.

3.7 Receipts for actual moving expenses paid by the employee shall be signed and submitted by the employee to the Approving Department to be processed and filed. The Approving Department submits a Temporary Employment Form to Payroll ~~to the Purchasing Department through a Requisition~~ for payment of reimbursement to the employee. Payment will be for the lesser amount of the actual receipts or the preapproved reimbursement amount.

3.8 Reimbursement for moving expenses shall be reported to the Internal Revenue Service by the Payroll Department as required by federal tax law. Any tax consequences are the sole responsibility of the individual receiving the reimbursement payment.